

Sponsor Information Permissions

Academic Year: 2018-2019

Academic Department: CS Clinic

Harvey Mudd College uses information about current and past Clinic. First and foremost, we do so to support our educational efforts. We also do so to support the promotion and recruitment of clinic collaborations.

As long as there is enough technical content that can be shared within the clinic community to support our student presentations and the finale, Projects Day, we can customize the confidentiality and use of clinic-project information to meet the needs of sponsors.

This form lists the DEFAULT level of information use.

If you or your sponsoring firm prefers a *different* level of information use, please let the Clinic Director know (in '18-'19, Zach Dodds; dodds@cs.hmc.edu).

Initial project description This is the 1-2 page description of the project as provided to us on the Letter of Understanding. This is necessarily shared with all students participating in CS Clinic for the purposes of gathering information on student project preferences. It is helpful

Default use: by default, this is kept confidential. For some sponsors, we ask permission to share this in order that new liaisons have templates from which to work – but we will always ask.

Sponsor Name This is the name of the sponsoring organization as provided to us on the Letter of Understanding.

Default use: by default, this is used (1) to identify the team throughout the year, (2) on the HMC website as an indication that a project was run, (3) in the Projects Day brochure of all clinic projects, and (4) on our logo board used on Projects Day and, as a slide, in our clinic-recruiting presentations.

Project Title This is the project title provided to us at the time the Letter of Understanding is signed, or, a new title determined by the liaison if the scope of the project changes during the year.

Default use: by default, this is used in ways very similar to the sponsor name: (1) to identify the team throughout the year, (2) on the HMC website as an indication that a project was run, (3) in the Projects Day brochure of all clinic projects, and (4) on our logo board used on Projects Day and, as a slide, in our clinic-recruiting presentations.

Logo This is the official logo of the sponsoring organization that is provided to us in the spring semester, in preparation for Projects Day.

Default use: by default, It will be placed on a logo board including all of our sponsors to be shown at Projects Day and used as a slide in our recruiting presentations. (Some sponsors OK the use of their name, but not their logo, for those purposes.)

Liaison Name(s): This is the name(s) of the representative(s) of the sponsoring organization working closely with the students during the project. Additional uses of the liaison name are listed below.

Default use: by default, names are used in ways very similar to the sponsor name: (1) to identify the team throughout the year, (2) on the HMC website as an indication that a project was run, (3) in the Projects Day brochure of all clinic projects. Liaisons names do **not** appear on our Logo board or recruiting presentations.

Projects Day abstract: This is an abstract of the project, about one paragraph long.

Default use: by default, this projects-day abstract is included in the Projects Day program; this program is distributed to all guests on Projects Day and is posted on the HMC website in advance of Projects Day. Thus, it is information available to all from the HMC clinic website. Most often, sponsors seeking additional confidentiality ensure that this abstract make sure this text shares only allowable information (rather than to forego the abstract altogether).

Video of presentations: During the fall and spring semesters, each Clinic team gives a sponsor-approved presentation on their project to a clinic audience on HMC's campus.

Default use: by default, these presentations may be videotaped (depending on the room in which they are given) for the purposes of providing feedback and suggestions to clinic students on their communication skills. In addition, these videos, upon request, are sent to the sponsor through a password-protected site. There are no other uses or availability of these videos by default.